

INSTRUCTIONS FOR COMPLETING AN  
APPLICATION FOR EXAMINATION FOR OR EXEMPTION FROM CERTIFICATION  
UNDERGROUND STORAGE TANK CERTIFICATION PROGRAM (ADM 270)

All persons who provide services on underground storage tank systems (USTs) which are regulated pursuant to P.L. 1986, c102, must be certified by the Department of Environmental Protection in one or more classifications or perform the service while under the IMMEDIATE ON-SITE SUPERVISION of a person certified in the classification of service being performed. Likewise, all certified individuals may only perform those activities when working for a firm certified in the same classification(s).

Qualified persons wishing to initially certify who are not exempt from the certification requirements of P.L. 1991, c123, i.e., professional engineers and plumbing contractors, must take and pass a proficiency examination (70% of the questions - 35 out of 50 - must be answered correctly).

NOTE: The following mandatory requirements must be met by the closing date of the application to qualify to take the proficiency examination.

INSTALLATION (OF ENTIRE UST SYSTEM): AT LEAST two (2) years experience, tank manufacturer's training, participation in AT LEAST five (5) installation services during each year of experience and appropriate health and safety training.

RELEASE DETECTION MONITORING SYSTEM INSTALLATION: AT LEAST two (2) years experience, participation in AT LEAST five (5) services during each year of experience, manufacturer's training and appropriate health and safety training.

CLOSURE: AT LEAST two (2) years experience, participation in AT LEAST five (5) closure services during each year of experience and appropriate health and safety training.

TANK TESTING: AT LEAST two (2) years experience, participation in AT LEAST five (5) tank tests during each year of experience and appropriate health and safety training.

SUBSURFACE EVALUATION: A bachelor's degree from an accredited institution in a natural science or related engineering discipline; AT LEAST two (2) years experience; participation in AT LEAST five (5) subsurface evaluations for the purposes of identifying and evaluating ground water and soil contamination, aquifer characteristics, measurement and analysis of ground water flow gradients and classification of soils during each year of experience and appropriate health and safety training.

**CORROSION PROTECTION SYSTEM ANALYSIS (CATHODIC PROTECTION TESTER):** AT LEAST two (2) experience and successful evaluation in accordance with the requirements of the National Association of Corrosion Engineer's (NACE) Career Committee for Accreditation and Certification for the category of Cathodic Protection Tester.

**CORROSION PROTECTION SYSTEM ANALYSIS (CATHODIC PROTECTION SPECIALIST):** NACE certification in the category of Cathodic Protection Specialist.

An application fee of \$35 for EACH category for which a proficiency examination is to be taken must accompany the application. An additional \$250 will be required after successfully passing one or more proficiency exams and before the Department issues a certification card. Please note: professional engineers and plumbing contractors are exempt from all fees and exam requirements.

Although no documentation of work experience, training or supervisory responsibilities is required to be submitted with the application, all supporting documentation (i.e., tax returns, pay stubs, training certificates, etc) must be available upon request by the Department. Failure to produce these documents may result in the suspension or revocation of a person's certification.

**FILL OUT THE APPLICATION FORM COMPLETELY**

**ATTACH ADDITIONAL INFORMATION AS NEEDED**

**SECTION 1.** Place an "X" in the box for each classification being applied for. Professional engineers and plumbing contractors should complete this section for as many classifications desired.

**SECTION 2.**

**Engineering Exemption** - A licensed NJ professional engineer is exempt from the proficiency exam and fee requirements of P.L. 1991, c123, and may be certified by the Department in any or all classifications he/she chooses providing a copy of his/her NJ P.E. license is submitted with the application.

**Plumbing Contractor Exemption** - A licensed NJ plumbing contractor is exempt from the proficiency exam and fee requirements of P.L. 1991, c123, and may be certified in the classification(s) of Installation, Closure and Tank Testing of waste oil USTs providing a copy of his/her NJ Master Plumber's license is submitted with the application.

**SECTION 3.** Type, or legibly print the applicant's name, date of birth, home mailing address, home and business phone numbers, social security number, the name and address of the applicant's current employer and the applicant's current position in the firm. If the applicant is employed by a certified firm, include the firm's certification number and list each category in which the firm is certified.

**SECTION 4.** Applicant must indicate a minimum of two (2) years experience. Begin with the current or most recent position and work back. Attach additional sheets, if necessary. Professional engineers and plumbing contractors need not complete this section.

**SECTION 5.** After completing the application, the applicant must sign and date the application and have the form notarized. Submit with the appropriate fee by check made payable to "Treasurer, State of New Jersey".

ADM 270  
8/96

STATE OF NEW JERSEY  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF REVENUE  
CN 417, TRENTON, NJ 08625-0417

APPLICATION  
EXAMINATION FOR/EXEMPTION FROM CERTIFICATION  
UNDERGROUND STORAGE TANK CERTIFICATION PROGRAM

CLOSING DATE PREFERENCE ☐ MAR 15 ☐ JUL 15 ☐ NOV 15

SECTION 1

☐ CLOSURE ☐ TANK TESTING ☐ SUBSURFACE EVALUATION

INSTALLATION (Check 1 box only)

☐ Entire UST System ☐ Release Detection Monitoring System Only

CORROSION PROTECTION SYSTEMS ANALYSIS (Check 1 box only)

☐ Cathodic Protection Tester ☐ Cathodic Protection Specialist

SECTION 2 -- EXEMPTION ONLY -- PLEASE SUBMIT PHOTOCOPY OF LICENSE

☐ NJ PROFESSIONAL ENGINEER License # \_\_\_\_\_

☐ NJ PLUMBING CONTRACTOR License # \_\_\_\_\_

NOTE: I am aware that I must attend a Department-approved training course on NJ rules and regulations concerning underground storage tanks within one year prior or subsequent to obtaining this certification as a condition of the certification.

SECTION 3

NAME (first, MI, last) \_\_\_\_\_ Birth Date \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ COUNTY \_\_\_\_\_

HOME PHONE \_\_\_\_\_-\_\_\_\_\_ WORK PHONE \_\_\_\_\_-\_\_\_\_\_

TITLE/POSITION \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

NOTE: Under the Federal Privacy Act, 5 USC 562a, disclosure of your social security number is voluntary. It will be used solely for the purpose of an internal unique identifier.

FIRM NAME \_\_\_\_\_

FIRM ADDRESS \_\_\_\_\_

FIRM CERTIFICATION # \_\_\_\_\_ CLASSIFICATION TYPE(s) \_\_\_\_\_

**SECTION 4** (List all relevant experience below. Use additional sheets, if necessary)

NAME OF EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSITION/TITLE \_\_\_\_\_

DATES OF EMPLOYMENT (current or latest first)

from \_\_\_\_\_ to \_\_\_\_\_  
(mth/year) (mth/year)

total \_\_\_\_\_ yrs \_\_\_\_\_ mths

☐ full time ☐ part time (no. hrs per week \_\_\_\_\_)

ADDITIONAL COMMENTS \_\_\_\_\_

**SECTION 5.**

ALL STATEMENTS MADE IN THIS APPLICATION, AS WELL AS ANY DOCUMENTS SUBMITTED AS SUPPORTING EVIDENCE OF QUALIFICATION FOR CERTIFICATION, ARE SUBJECT TO INVESTIGATION AND VERIFICATION. FALSIFICATION OR MISSTATEMENT OF ANY MATERIAL FACT WILL BE CAUSE FOR DENIAL, SUSPENSION OR REVOCATION OF CERTIFICATION. FAILURE OF THE APPLICANT TO FURNISH ALL INFORMATION AND RECORDS REQUESTED MAY RESULT IN REJECTION OF THE APPLICATION.

ADM 270

I certify, under penalty of law, that I meet the minimum requirements set forth for the certification classification(s) for which I am applying. I am aware that there are significant civil and criminal penalties for submitting false, inaccurate, misleading or incomplete information, including fines and/or imprisonment. The representations in this certification shall not be deemed as a warranty or guarantee of services, either expressed or implied.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME

on this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

NOTARY \_\_\_\_\_  
\_\_\_\_\_

---

**IMPORTANT: Read carefully before mailing**

Have you checked to make sure you meet the minimum qualifications?  
Have you answered all the questions?  
Have you signed/dated the application, and had it notarized?  
Is a check enclosed - made payable to TREASURER, STATE OF NEW  
JERSEY - for the correct amount (\$35 for each classification)?  
Send your application, including supporting documentation and  
check to:

NJ Dept. of Environmental Protection  
Bureau of Revenue  
PO BOX 417  
Trenton, NJ 08625-0417

---